



Community Fundraising Event FAQs

Orlando Health is a not-for-profit healthcare organization with \$5.6 billion of assets under management. The system spans nine Florida counties with nearly 450 locations that include 13 wholly-owned or affiliated hospitals and emergency departments; rehabilitation services, cancer centers, heart institutes, imaging and laboratory services, wound care centers, more than 300 physician offices for adults and pediatrics, and 11 urgent care centers in partnership with CareSpot Urgent Care. In FY18, Orlando Health served approximately 167,000 inpatients, more than 2.7 million outpatients, and more than 20,000 international patients. The organization is home to the area's only Level One Trauma Centers for adults and pediatrics, and is a statutory teaching hospital system that offers both specialty and community hospitals. Nearly 3,600 physicians have privileges across the system, which is also one of the area's largest employers with nearly 20,500 employees. Additionally, Orlando Health provides more than \$620 million in total value to the community in the form of charity care, community benefit programs and services, community building activities and more. Additional information can be found at www.orlandohealth.com. The Orlando Health Foundation (OHF) is committed to partnering with caring individuals, foundations and organizations to raise crucial funds for all Orlando Health hospitals.

1) **When will I know if my fundraiser is approved?**

Most of our community fundraising activities are approved within 7-10 days of receiving the application. Please make sure to fill out all the fields on the application to help expedite the process. We can't endorse fundraisers that don't fit with our mission, such as fundraisers sponsored by alcohol and tobacco groups.

2) **Can I use the Orlando Health brand names or logos?**

Once your fundraiser is approved, we will provide you with the appropriate hospital logo for your marketing materials. We must review everything with our name and logo before it's printed or distributed. This includes the use of any of the Orlando Health hospital logos on your event website or your company's website.

3) **Can someone from the Foundation help me run my event?**

Our team will be able to provide guidance, but we aren't able to manage your event for you. We strongly encourage formation of a committee. They will play an important role in providing support during your planning and throughout your event.

4) **Can someone from the Foundation attend and/or speak at my event?**

We welcome the opportunity to participate in approved events programs when possible. However because of the large demand on clinical and support staff time, we can't guarantee attendance of physicians, staff, or volunteers at your fundraiser.

5) **What type of promotional materials can the Foundation provide for my event?**

Because of frequent requests and budget constraints we cannot promise any materials. We will try our best to accommodate each request.

6) **Can I use the Foundation's 501c3 federal tax identification number?**

We aren't able to provide our federal tax ID directly to our coordinators for purchases. However, if a business makes a donation to your event and they require proof of our tax-exempt status, we can supply this directly to them.

7) Do I need to create a 501c3 (non-profit) organization to host a fundraiser for the Foundation?

No, anyone can host a fundraiser with our approval. If you are currently with an organization that claims 501c3 status and people make donations payable to your organization, we cannot provide them a charitable tax receipt.

8) Can the Foundation issue tax receipts to my donors?

Yes. We will issue IRS compliant charitable tax receipts to the full extent of the law only if the donation is made payable **directly** to Orlando Health Foundation along with detailed contact information for the donor. There are complex regulations around the distribution of charitable tax receipts. This includes donations of money, in-kind items and services. Issuing an inappropriate receipt can put our charitable tax status in jeopardy so please **do not promise** any kind of receipts without written approval from the Foundation.

9) How do I pay myself back for expenses I've incurred?

We recognize that some coordinators need funds to run an event and pay expenses. However, we cannot fund or financially support community fundraisers. Coordinators are responsible for covering all expenses and will not be reimbursed by our organization. For these reasons, as you start to collect money you will want to keep some funds on hand to help pay your expenses. We recommend you open a non-interest bearing account at a local bank. In your planning process, make sure to develop a budget reflecting the type of event you are having and the many costs related to the event. After the fundraiser is complete, please send us one check, **within 30 days** of your event, representing the net revenue of the fundraiser after your expenses have been paid in full.

10) Are there any guidelines around sponsorships and in-kind donations?

Yes. Having a sponsor is a great way to offset the costs of your fundraiser. Over the years, we have developed relationships with vendors in our community and we need to take great care to foster these relationships. To avoid duplicate solicitations, we ask that you notify us before asking a business or company for any kind of donation, cash or in-kind. If you are not with an organization that claims 501c3 status please do not promise a charitable tax receipt.

11) Does the Foundation provide event insurance?

Because we are the beneficiary and have no direct involvement with running the fundraiser, we do not provide event insurance. The fundraising coordinator is responsible for obtaining any required permits and certificates of insurance.

12) Does the Foundation accept toy donations?

New toy donations are gladly accepted, but for the safety of our patients, donations must be reviewed and approved prior to acceptance.